

## 5.6 Administrative Entity Structure Changes

This option allows the user to add new administrative entities, delete closed administrative entities, merge two or more administrative entities, change an administrative entities into an outlet of another entity, restore previous deletions, and delete incorrect records. These structure changes and official name and address changes are tracked automatically in a historical file as the user enters the data, so there is little additional burden to the WinPLUS user.

### 5.6.1 Edit Checking During Administrative Entity Structure Changes

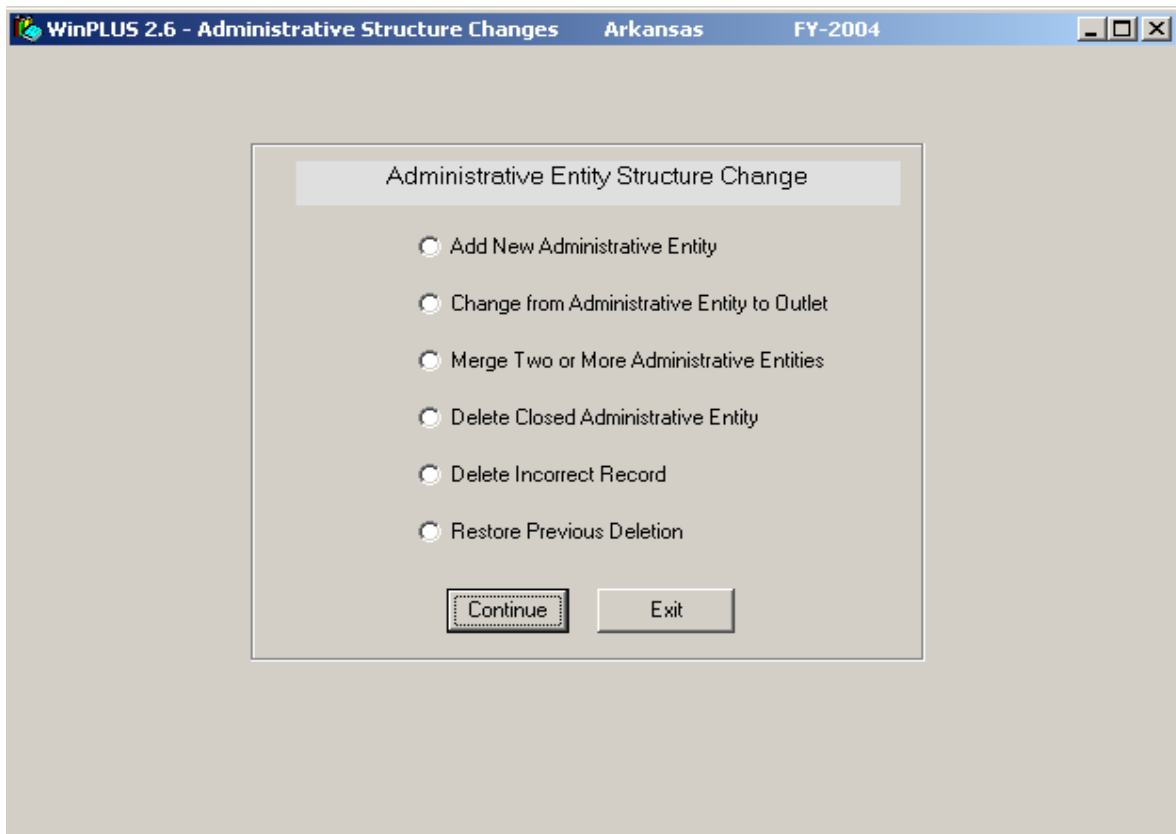
During 'Administrative Entity Structure Changes', interactive edit checks are limited to invalid entries (e.g., invalid codes in fields such as Interlibrary Relationship, Legal Basis, and Administrative Structure, and alphabetic entries in numeric fields).

Invalid entries are not permitted under any circumstances. WinPLUS software uses a -2 to indicate a data element that has been left blank. The user **must** make a valid entry (i.e., -1, 0, -3, a positive number, or alphanumeric data, as appropriate). Estimates can be used if exact data are not available. The following responses are acceptable to WinPLUS:

-1	"-1" means "We don't know the answer, don't collect this data, or can't get the data right now."
0	Zero means "We have none of this item." (e.g., the library does not maintain a video collection).
-3	"-3" means "Not Applicable" <u>and is used for these items only:</u> <ul style="list-style-type: none"> <li>• Phone (use only if library has no phone)</li> <li>• Web Address (use only if library has no Web Address)</li> </ul>
Any positive number for numeric data elements	Enter the appropriate numeric data for the data element.
Alphabetic and/or numeric data for alphanumeric data elements	Enter the appropriate alphabetic and/or numeric data. Some items require the selection of codes for data (e.g., Interlibrary Relationship Code = HQ, ME, or NO). See appendix E.

**Administrative Entity Structure Change Menu**

To access the 'Administrative Entity Structure Change' menu, select 'Administrative Entity Structure Changes' from the WinPLUS Main Menu. This menu gives the user a list of options (shown below) for making structure changes to administrative entity records.



### 5.6.2 Add New Administrative Entity

To add a completely new administrative entity record, select 'Add New Administrative Entity' from the 'Administrative Entity Structure Change' menu. When you select 'Continue', the 'Add new Administrative Entity' data entry screen is displayed with the cursor positioned at the LIB ID data element. Enter the LIB ID#. WinPLUS automatically generates the FSCS ID#.

WinPLUS - Administrative Structure Changes Arkansas FY-2004

Add new Administrative Entity

1A FSCS: AR0070

Identification

01 LIBID: AR0070 02 Name: -2

03 Address: -2 07 Address: -2

04 City: -2 08 City: -2

05 ZIP: -2 06 ZIP+4: -1 09 ZIP: -2 10 ZIP+4: -1

11 County: -2

12 Phone: - - -2 13 Web Address: http:// -2

14 Interlib. Rel.: -2 17 FSCS PL: ?

15 Legal Basis: -2 18 Geo.: -2

16 Admin.: -2 19 Boundary Change: ?

Cancel Add Save Now Cancel Changes Exit

If the user does not enter a LIB ID#, WinPLUS automatically creates one based on the FSCS ID#. The number assigned is the next highest FSCS ID# from the one previously assigned. Next, the cursor is automatically positioned on the Name data element. After the user enters the library name, pressing the 'Tab' or 'Enter' key automatically positions the cursor at the next data element in sequence, etc.

Select 'Save Now' or 'Exit' to save the new administrative entity record. Select 'Cancel Add' to stop the add process, without saving your current entries, and return to the 'Administrative Entity Structure Changes' menu at any time during this process.

### 5.6.3 Change From Administrative Entity to Outlet

To change an administrative entity record to an outlet record, select 'Change from Administrative Entity to Outlet' from the 'Administrative Entity Structure Change' menu. The administrative entity that changed to an outlet is tracked in the historical database under the old FSCS ID# and the new outlet's FSCS ID#.

WinPLUS - Structure Change    Arkansas    FY-2004

Select Administrative Entity(ies)

LIBID	LIBNAME	CITY	FSCSKEY
AR010-002	-1	MAGNOLIA	AR0010
AR033-002	ARKANSAS COUNTY LIBRARY	STUTTGART	AR0042
AR012-004	ARKANSAS RIVER VALLEY REGIONAL LIBRARY	DARDANELLE	AR0012
AR026-003	ASHLEY COUNTY LIBRARY	HAMBURG	AR0026
AR020-002	BARTON LIBRARY	EL DORADO	AR0020
AR0039-004	BAXTER COUNTY LIBRARY	MOUNTAIN HOME	AR0039
AR0047-002	BELLA VISTA PUBLIC LIBRARY	BELLAVISTA	AR0069
AR0044-002	BELLA VISTA PUBLIC LIBRARY	BELLA VISTA	AR0044
AR038-002	BENTONVILLE PUBLIC LIBRARY	BENTONVILLE	AR0038
AR0050-001	BOONE COUNTY LIBRARY	HARRISON	AR0050
AR0064	CALHOUN COUNTY PUBLIC LIBRARY	HAMPTON	AR0064
AR0049	CARROLL AND MADISON LIBRARY SYSTEM	BERRYVILLE	AR0049
AR001-009	CENTRAL ARKANSAS LIBRARY SYSTEM	LITTLE ROCK	AR0001
AR0060	CLARK COUNTY LIBRARY	ARKADELPHIA	AR0060
AR030-002	CONWAY COUNTY LIBRARY	MORRILTON	AR0030
AR0048-005	CRAWFORD COUNTY LIBRARY SYSTEM	VAN BUREN	AR0048
AR009-002	CROWLEY RIDGE REGIONAL	JONESBORO	AR0009
AR024-002	EAST CENTRAL ARKANSAS REGIONAL LIBRARY	-1	AR0024
AR017-002	FAULKNER-VAN BUREN REGIONAL LIBRARY	CONWAY	AR0017
AR037-002	FORREST CITY PUBLIC LIBRARY	FORREST CITY	AR0037
AR006-004	GARLAND COUNTY LIBRARY	HOT SPRINGS	AR0006

Change to Outlet    Cancel

When you select 'Continue', a list of all administrative entities is displayed. Select the administrative entity that is changing to an outlet by clicking on the gray box to the left of the name. *The entire row must be highlighted.* Select 'Change to Outlet' to continue.

WinPLUS - Administrative Structure Changes      Arkansas      FY-2004

Change Administrative Entity to an Outlet

Identification

01 LIBID: AR0064      02 Name: CALHOUN COUNTY PUBLIC LIBRARY

Street Address      Mailing Address

03 Address: 109 2ND STREET      07 Address: P.O. BOX 1162

04 City: HAMPTON      08 City: HAMPTON

05 ZIP: 71744      06 ZIP: 71744      10 ZIP+4: 1162

11 County: CALHOUN

12 Phone: 501-918-3000      13 V

14 Interlib. Rel.: NO      17 FSCS PL: Y

15 Legal Basis: CO      18 Geo.: C01

16 Admin. MO      19 Boundary Change:

WinPLUS

Change this Administrative Entity to an Outlet?

Yes      No

You will receive the message 'Change this Administrative Entity to an Outlet?' Select 'Yes' to change the administrative entity to an outlet. Select 'No' to cancel the structure change.

If you select 'Yes' and outlets exist for the administrative entity selected to change to an outlet, you are prompted with the message 'Outlets exist. You must first delete all outlets associated with this Entity'. The structure change is canceled. You must reconcile the outlets before the administrative entity can be changed to an outlet. This is because outlets must be attached to an administrative entity. To reconcile the outlets, return to the WinPLUS Main Menu and then select option 'Outlet Structure Changes' and follow instructions in section 5.7—Outlet Structure Changes. After all outlets have been reconciled, return to WinPLUS Main Menu option 'Administrative Entity Structure Changes'. Follow the instructions for 'Change from Administrative Entity to Outlet'.

WinPLUS - Administrative Structure Changes    Arkansas    FY-2004

Change Administrative Entity to an Outlet

Identification

01 LIBID: AR0064    02 Name: CALHOUN COUNTY PUBLIC LIBRARY

Street Address    Mailing Address

03 Address: 109 2ND STREET    07 Address: P.O. BOX 1162

04 City: HAMPTON    08 City: HAMPTON

05 ZIP: 71744    P+4: 1162

11 County: CALHOUN

12 Phone: 501-918-3

Outlets exist. You must first delete all outlets associated with this Entity.

OK

14 Interlib. Rel.: NO    17 FSCS PL: Y

15 Legal Basis: CO    18 Geo.: C01

16 Admin. MO    19 Boundary Change:

If you select 'Yes' and all outlets are reconciled, you will be asked, 'Select an Administrative Entity to be the parent record for this Administrative Entity that you are changing to an Outlet.' Select the administrative entity that will become the parent record by clicking on the gray box to the left of the names. *The entire row must be highlighted.* Select 'Continue' to complete the structure change.

You must enter data for the new outlet for data elements #9-Outlet Type Code, #10-Metropolitan Status Code, #11-Square Footage of Outlet (if the outlet type code is CE or BR), and #12-Number of Bookmobiles. Use WinPLUS Main Menu option 'View/Update Administrative Entity and Outlet Records' for data entry.

### 5.6.4 Merge Two Or More Administrative Entities

To merge administrative entity records, select 'Merge Two or More Administrative Entities' from the 'Administrative Entity Structure Change' menu, and select 'Continue'. (Note: WinPLUS automatically assigns the new administrative entity a new FSCS ID#. The number assigned is the next highest FSCS ID# from the one previously assigned. All centrals, branches, and bookmobiles are carried over to the new administrative entity record. The old administrative entities that merged are tracked in the historical database under their old and new FSCS ID #s.)

WinPLUS - Administrative Structure Changes    Arkansas    FY-2004

Merge Administrative Entities

Select Administrative Entity(ies)

LIBID	LIBNAME	CITY	FSCSKEY
AR001-009	CENTRAL ARKANSAS LIBRARY SYSTEM	LITTLE ROCK	AR0001
AR002	-2	-2	AR0002
AR003	NORTH ARKANSAS REGIONAL LIBRARY	YELLVILLE	AR0003
AR0004-023	SOUTHWEST ARKANSAS REGIONAL LIBRARY	HOPE	AR0004
AR0005-011	MID ARKANSAS REGIONAL LIBRARY	MALVERN	AR0005
AR006-004	GARLAND COUNTY LIBRARY	HOT SPRINGS	AR0006
AR007-003			AR0007
AR008-002			AR0008
AR009-002			AR0009
AR010-002			AR0010
AR011-002			AR0011
AR012-004			AR0012
AR013	NORTHEAST ARKANSAS REGIONAL LIBRARY	PARAGOULD	AR0013
AR0014-016	SOUTHEAST ARKANSAS REGIONAL LIBRARY	MONTICELLO	AR0014
AR015-003	PHILLIPS-LEE-MONROE REGIONAL LIBRARY	HELENA	AR0015
AR016	WILLIAM F. LAMAN PUBLIC LIBRARY	NORTH LITTLE ROCK	AR0016
AR017-002	FAULKNER-VAN BUREN REGIONAL LIBRARY	CONWAY	AR0017
AR019-007	WHITE COUNTY REGIONAL LIBRARY SYSTEM	SEARCY	AR0019
AR020-002	BARTON LIBRARY	EL DORADO	AR0020

WinPLUS

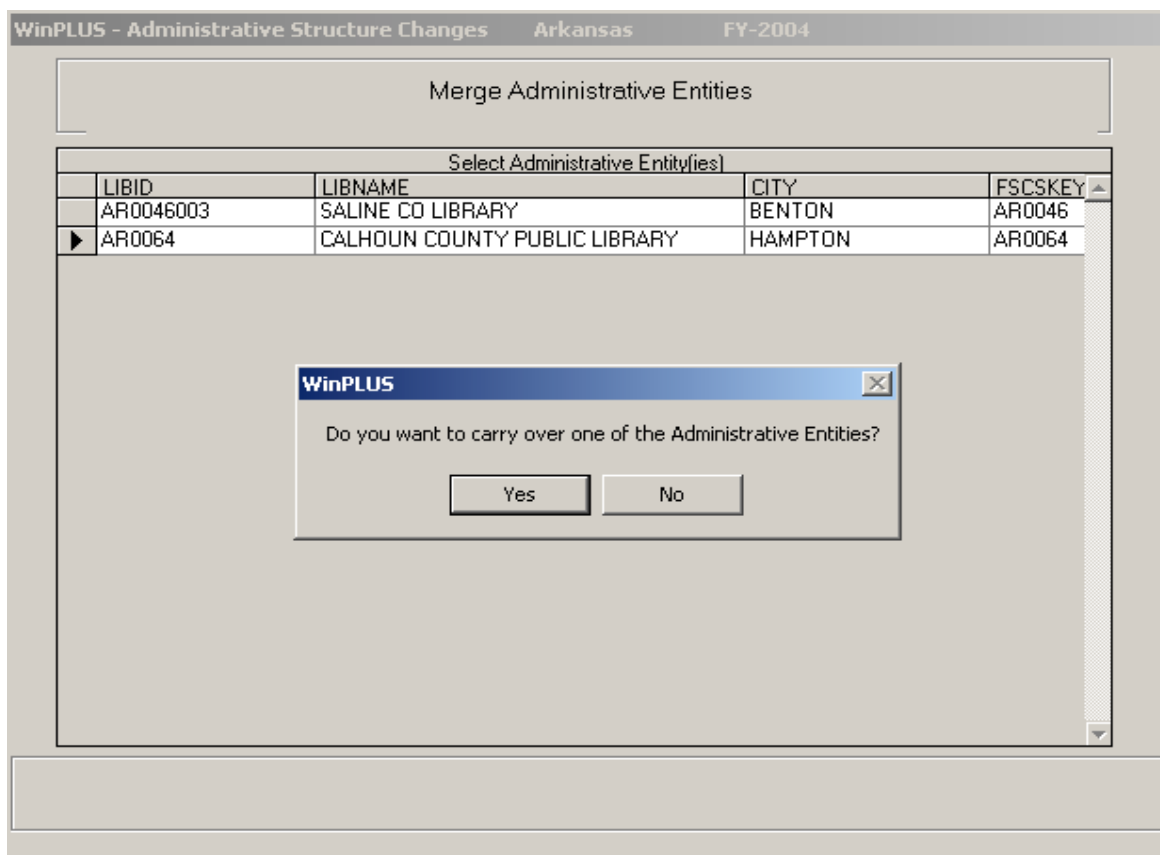
Select two or more Administrative Entities to be Merged.

OK Cancel

Continue Cancel

Next, select the administrative entities to be merged by clicking on the gray box to the left of the names. *The entire row must be highlighted.*

You will then receive the message 'Do you want to carry over one of the Administrative Entities?'



If you select 'Yes', you are prompted to 'Select Administrative Entity to carry over'. Select the administrative entity to carry over by clicking on the gray box to the left of the name. *The entire row must be highlighted.*

The name and address information for the entity you selected will carry over to the new entity. If you select 'No', these items are left blank.

WinPLUS - Administrative Structure Changes				Arkansas		FY-2004	
Merge Administrative Entities							
1A FSCS: AR0070							
Identification							
01 LIBID:	AR0070	02 Name:	-2				
Street Address				Mailing Address			
03 Address:	-2			07 Address:	-2		
04 City:	-2			08 City:	-2		
05 ZIP:	-2	06 ZIP+4:	-1	09 ZIP:	-2	10 ZIP+4:	-1
11 County:	-2						
12 Phone:	- - -2		13 Web Address:	http:// -2			
14 Interlib. Rel.:	-2	17 FSCS PL:	?				
15 Legal Basis:	-2	18 Geo.:	-2				
16 Admin.:	-2	19 Boundary Change:	?				
Cancel Merge		Save Now		Cancel Changes		Exit	

Next, the 'Merge Administrative Entities' screen is displayed. Enter the data for the newly merged administrative entity record. The outlets from the old administrative entities are now attached to the newly merged administrative entity record. Select 'Save Now' or 'Exit' to save the data, or select 'Cancel Merge' to cancel the structure change and return to the 'Administrative Entity Structure Change' menu.

### 5.6.5 Delete Closed Administrative Entity (Library did not merge or change)

To delete an administrative entity that has closed, choose 'Delete Closed Administrative Entity' from the 'Administrative Entity Structure Change' menu and select 'Continue'. (Note: The closed administrative entity record is deleted from the administrative entity file, but is automatically tracked in the historical database under its original FSCS ID# and can later be restored. See section 5.6.7—Restore Previous Deletion).

The next screen will display a list of all administrative entities. Choose the administrative entity that you want to delete by clicking on the gray box to the left of the name. *The entire row must be highlighted.* When you choose 'Close', you will be asked 'Do you want to delete this Administrative Entity and all of its Outlets?'

WinPLUS - Administrative Structure Changes    Arkansas    FY-2004

Close Administrative Entity

1A FSCS: AR0064

Identification

01 LIBID: AR0064    02 Name: CALHOUN COUNTY PUBLIC LIBRARY

03 Address: 109 2ND STREET    07 Address: P.O. BOX 1162

04 City: HAMPTON    08 City: HAMPTON

05 ZIP: 71744    ZIP+4: 1162

11 County: CALHOUN

12 Phone: 870-798-44

14 Interlib. Rel.: NO    17 FSCS PL: Y

15 Legal Basis: CO    18 Geo.: C01

16 Admin. MO    19 Boundary Change: Y

Do you want to delete this Administrative Entity and all of its Outlets?

Yes    No

Choose 'No' to cancel, or 'Yes' to delete the closed administrative entity.

### 5.6.6 Delete Incorrect Record

To delete an incorrect administrative entity, choose 'Delete Incorrect Record' from the 'Administrative Entity Structure Change' menu and select 'Continue'. (Note: The deleted administrative entity is tracked in the historical database under its original FSCS ID# and can later be restored. See section 5.6.7—Restore Previous Deletion).

The next screen will display a list of all administrative entities. Choose the administrative entity that you want to delete by clicking on the gray box to the left of the name. *The entire row must be highlighted.* Click on 'Delete'. You will be asked, 'Do you want to delete this Administrative Entity and all of its Outlets?'

WinPLUS - Administrative Structure Changes    Arkansas    FY-2004

Delete incorrect Administrative Entity record

1A FSCS: AR0064

Identification

01 LIBID: AR0064    02 Name: CALHOUN COUNTY PUBLIC LIBRARY

Street Address    Mailing Address

03 Address: 109 2ND STREET    07 Address: P.O. BOX 1162

04 City: HAMPTON    08 City: HAMPTON

05 ZIP: 71744    ZIP+4: 1162

11 County: CALHOUN

12 Phone: 870-798-44

Do you want to delete this Administrative Entity and all of its Outlets?

Yes    No

14 Interlib. Rel.: NO    17 FSCS PL: Y

15 Legal Basis: CO    18 Geo.: C01

16 Admin. MO    19 Boundary Change: Y

Choose 'Yes' to delete, 'No' to cancel. If you choose 'Yes', you will receive the message 'Delete completed'.

### 5.6.7 Restore Previous Deletion

To restore an administrative entity record, choose 'Restore Previous Deletion' from the 'Administrative Entity Structure Change' menu. (Note: The deleted record is restored from the historical database and becomes a current record under its original FSCS ID#.)

WinPLUS - Administrative Structure Changes    Arkansas    FY-2004

Restore Administrative Entity record

Select an Administrative to Restore			
FSCS	LIBID	LIBNAME	CITY
▶ AR0045	AR0045	DECATUR PUBLIC LIBRARY	DECATUR
AR0065	AR019-007	WEST MEMPHIS PUBLIC LIBRA	SEARCY

Restore    Cancel

Choose the administrative entity to restore from the list of administrative entities by clicking on the gray box to the left of the name. *The entire row must be highlighted.* Choose 'Restore'.

WinPLUS - Administrative Structure Changes				Arkansas		FY-2004	
Restore Administrative Entity record							
1A FSCS: AR0045							
Identification							
01 LIBID: AR0045		02 Name: DECATUR PUBLIC LIBRARY					
Street Address				Mailing Address			
03 Address: P.O. BOX 247 (249 S. MAIN)		07 Address: -2					
04 City: DECATUR		08 City: -2					
05 ZIP: 72722		06 ZIP+4: 0247		09 ZIP: -2		10 ZIP+4: -1	
11 County: BENTON							
12 Phone: 501-752-7323		13 Web Address: http:// -2					
14 Interlib. Rel.: NO		17 FSCS PL: N					
15 Legal Basis: CI		18 Geo.: CI1					
16 Admin. SO		19 Boundary Change: N					
Cancel Restore		Save Now		Cancel Changes		Exit	

The historical database only restores data for data elements 1 through 12 and 14 through 19. Enter the data for the remaining items via the WinPLUS Main Menu option 'View/Update Administrative Entity or Outlet Records'. Select 'Save Now' or 'Exit' to save the changes or 'Cancel Restore' to cancel the procedure.



## 5.7 Outlet Structure Changes

This option allows the user to add a new outlet, delete a closed outlet, merge two or more outlets, move an outlet to a different administrative entity, move an outlet to its own (newly created) administrative entity, delete an incorrect record, and restore a previous deletion. The structure changes are tracked automatically in a historical file as the user enters data, so there is little additional burden to the WinPLUS user.

### 5.7.1 Edit Checking During Outlet Structure Changes

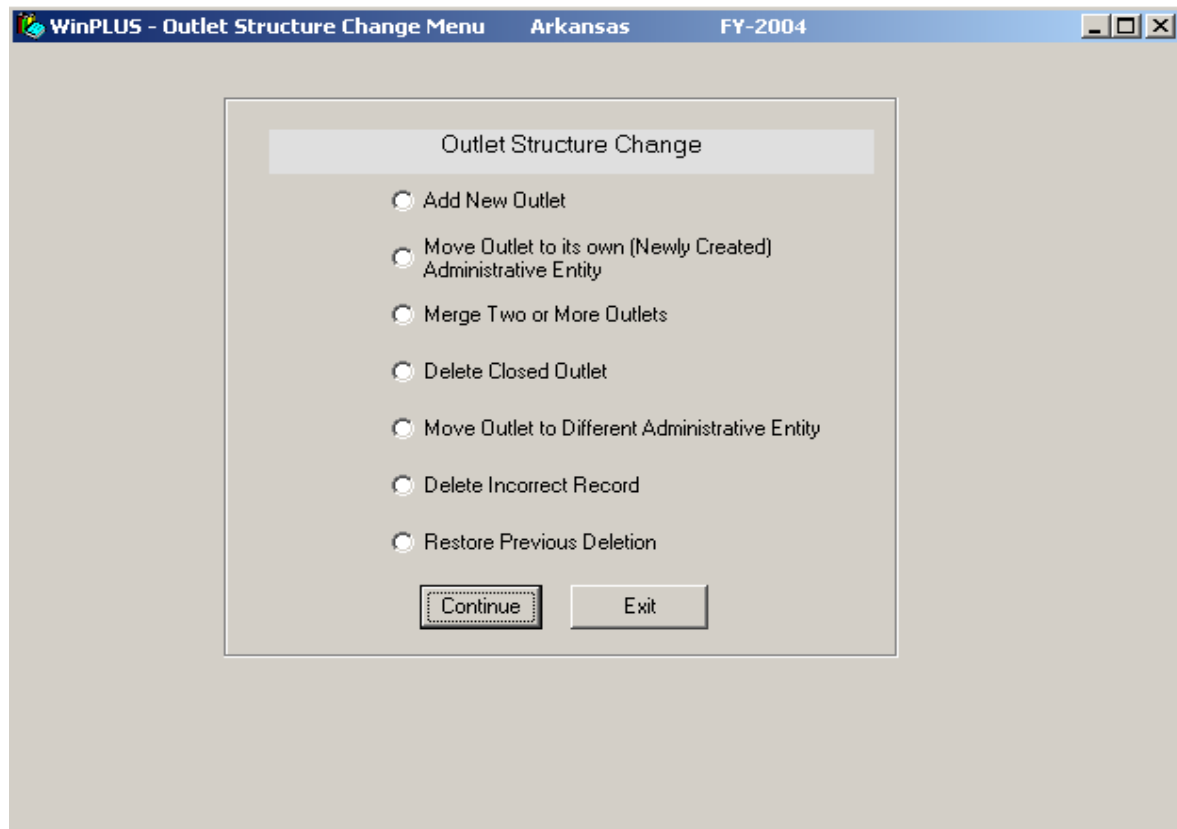
During 'Outlet Structure Changes', interactive edit checks are limited to invalid entries (e.g., invalid codes in fields such as Outlet Type Code and Metropolitan Status Code, and alphabetic entries in numeric fields).

Invalid entries are not permitted under any circumstances. WinPLUS software uses a -2 to indicate a data element that has been left blank. The user **must** make a valid entry (i.e., -1, 0, -3, a positive number, or alphanumeric data, as appropriate). Estimates can be used if exact data are not available. The following responses are acceptable to WinPLUS:

-1	"-1" means "We don't know the answer, don't collect the data, or can't get the data right now."
0	Zero means "We have none of this item." (e.g., the library does not maintain a video collection).
-3	"-3" means "Not Applicable" <u>and is used for these items only:</u> <ul style="list-style-type: none"> <li>• Phone (use only if library has no phone)</li> <li>• Square Footage of Outlet (use only for Bookmobiles and Books-by-Mail Only outlets)</li> </ul>
Any positive number for numeric data elements	Enter the appropriate numeric data for the data element.
Alphabetic and/or numeric data for alphanumeric data elements	Enter the appropriate alphabetic and/or numeric data. Some items require the selection of codes for data (e.g., Outlet Type Code = CE, BR, BS, or BM). See appendix F.

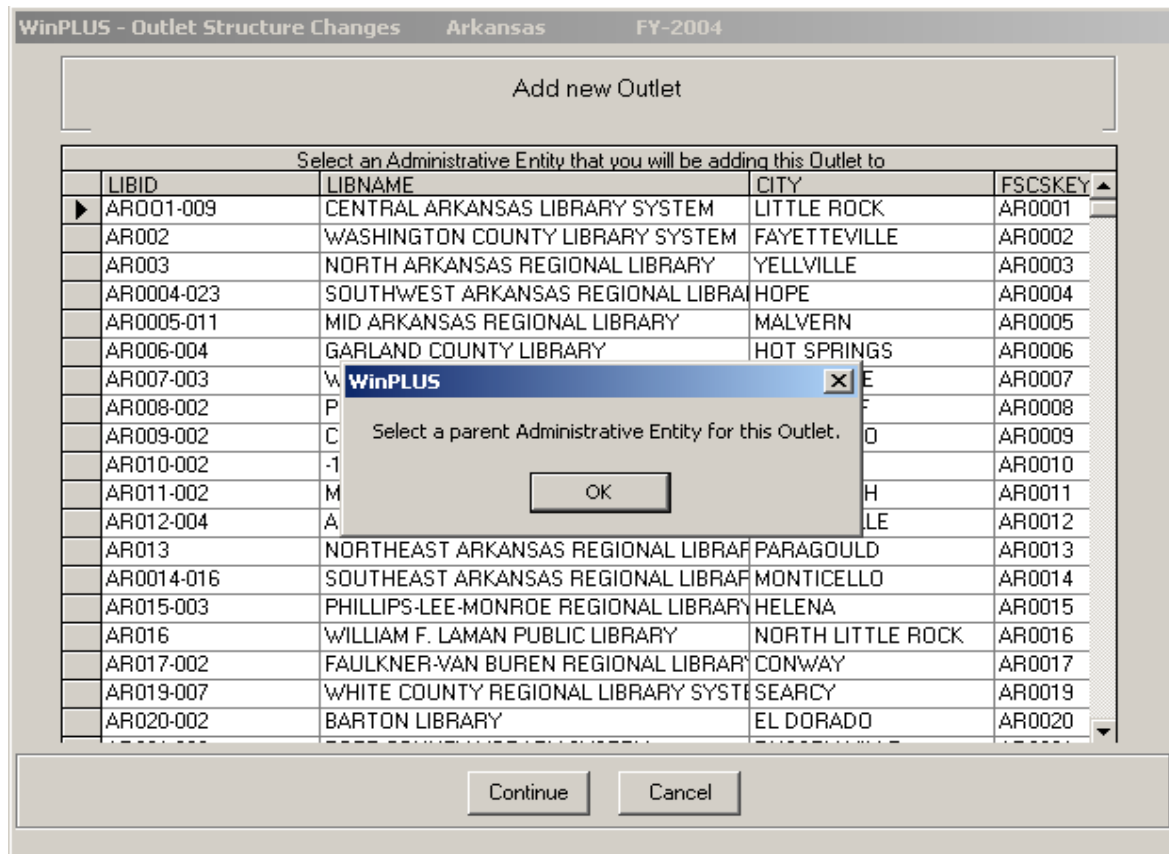
**Outlet Structure Change Menu**

To access the 'Outlet Structure Change' menu, select 'Outlet Structure Changes' from the WinPLUS Main Menu. This menu gives the options for structure changes to outlet records.



### 5.7.2 Add New Outlet

To add a completely new outlet record, select 'Add new outlet' from the 'Outlet Structure Change' menu. A window prompts the user to 'Select a parent Administrative Entity for this Outlet'.



Select the administrative entity that will be the parent to the outlet by clicking on the gray box to the left of the names. *The entire row must be highlighted.* Select 'Continue' to proceed. Next, the 'Add New Outlet' data entry screen window is displayed with the pop-up message 'Do you want to replicate the Parent Administrative Entity?'

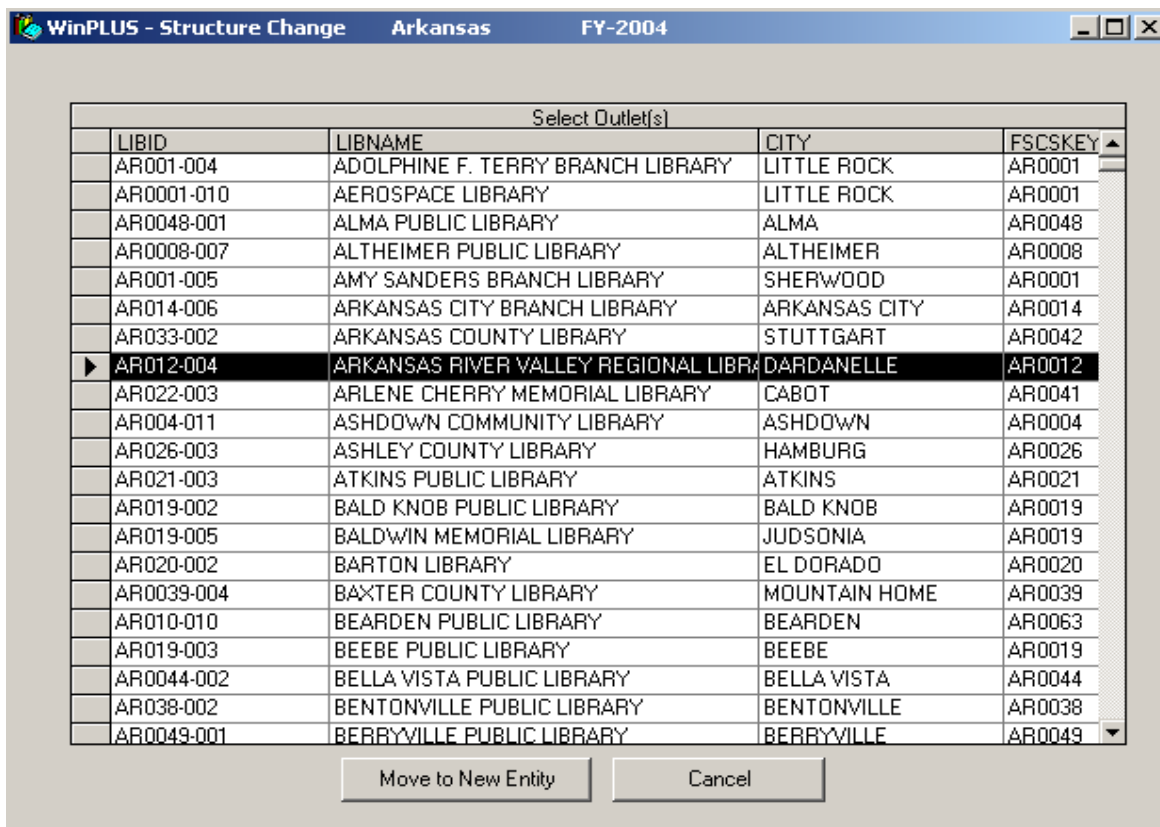
WinPLUS - Outlet Structure Changes		Arkansas	FY-2004
Add new Outlet			
Outlets			
01 LIB ID:	AR0007-018	1A FSCS ID:	AR0007 018
02 Name:	WHITE RIVER REGIONAL LIBRARY		
03 Address:	368 EAST MAIN STREET		
04 City:	BATESVILLE	07 County:	INDEPENDENCE
05 ZIP:	72501	06 ZIP+4:	5605
		08 Phone:	870-793-8814
09 Outlet Type Code:	-2	11 Square Footage:	-2
10 Metropolitan Status code:	-2	12 Number of Bookmobiles:	-2
Cancel Add		Save Now	Cancel Changes
			Exit

Select 'Yes' to fill in the outlet's name, address, zip code, county, and telephone number with the data in the administrative entity record. (Note: The cursor is positioned at the LIB ID# data element. If the user does not enter a LIB ID#, WinPLUS automatically generates one based on the FSCS ID# of the parent administrative entity, with the addition of a 3-digit suffix that uniquely identifies the outlet. WinPLUS automatically generates the FSCS ID#.)

Use 'Tab' or 'Enter' to move to other data elements. Enter data for elements 09 through 12 now, or later from WinPLUS Main Menu option 'View/Update Administrative Entity or Outlet Records'. Select 'Save Now' or 'Exit' to save the changes, or 'Cancel Add' to cancel the procedure.

### 5.7.3 Move Outlet to its Own (Newly Created) Administrative Entity

To move an outlet to its own (newly created) administrative entity, select 'Move Outlet to its Own (Newly Created) Administrative Entity' from the 'Outlet Structure Change' menu and 'Continue'. (Note: The new administrative entity is assigned a new FSCS ID#. The number assigned is the next highest FSCS ID# from the one previously assigned. The old outlet is automatically tracked in the historical database under its old FSCS ID# and the new administrative entity's FSCS ID#.)



A window listing all outlets is displayed. Select the outlet that will be changed to an administrative entity by clicking on the gray box to the left of the names. *The entire row must be highlighted.* Select 'Move to New Entity' to continue with the structure change. The following message will be displayed: 'Move This Outlet to a New Administrative Entity?' Select 'Yes' to continue.

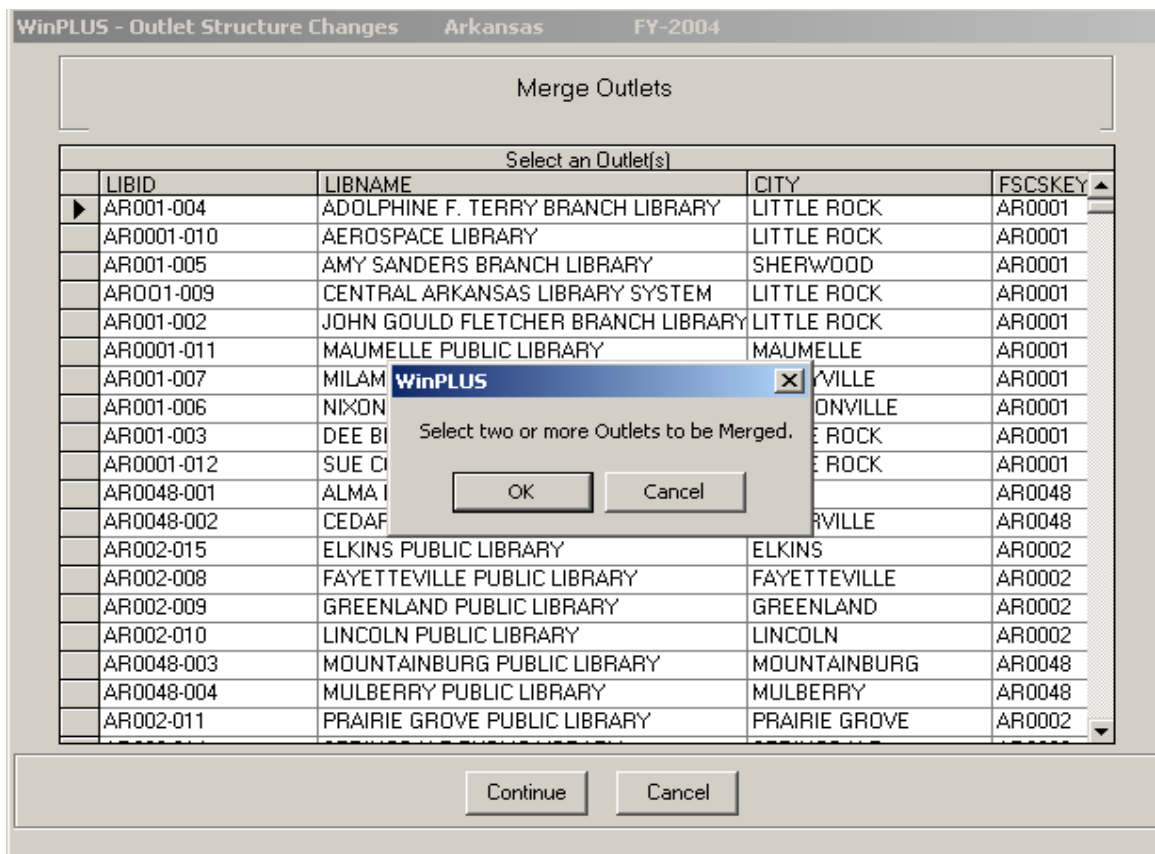
If you select 'Yes', the 'Move Outlet to a Newly Created Administrative Entity' data entry screen is displayed. Please enter data for the newly created administrative entity. Select 'Save Now' or 'Exit' to save the new administrative entity record, or select 'Cancel Outlet Move' to cancel the structure change.

WinPLUS - Outlet Structure Changes				Arkansas		FY-2004	
Move Outlet to Newly Created Administrative Entity							
1A FSCS: AR0070							
Identification							
01 LIBID: AR0070		02 Name: ARKANSAS RIVER VALLEY REGIONAL LIBRA					
Street Address				Mailing Address			
03 Address: 501 NORTH FRONT STREET		07 Address: -2					
04 City: DARDANELLE		08 City: -2					
05 ZIP: 72834		06 ZIP+4: 3507		09 ZIP: -2		10 ZIP+4: -1	
11 County: YELL							
12 Phone: 501-229-4418		13 Web Address: http:// -2					
14 Interlib. Rel.: -2		17 FSCS PL: ?					
15 Legal Basis: -2		18 Geo.: -2					
16 Admin. -2		19 Boundary Change: ?					
Cancel Outlet Move		Save Now		Cancel Changes		Exit	

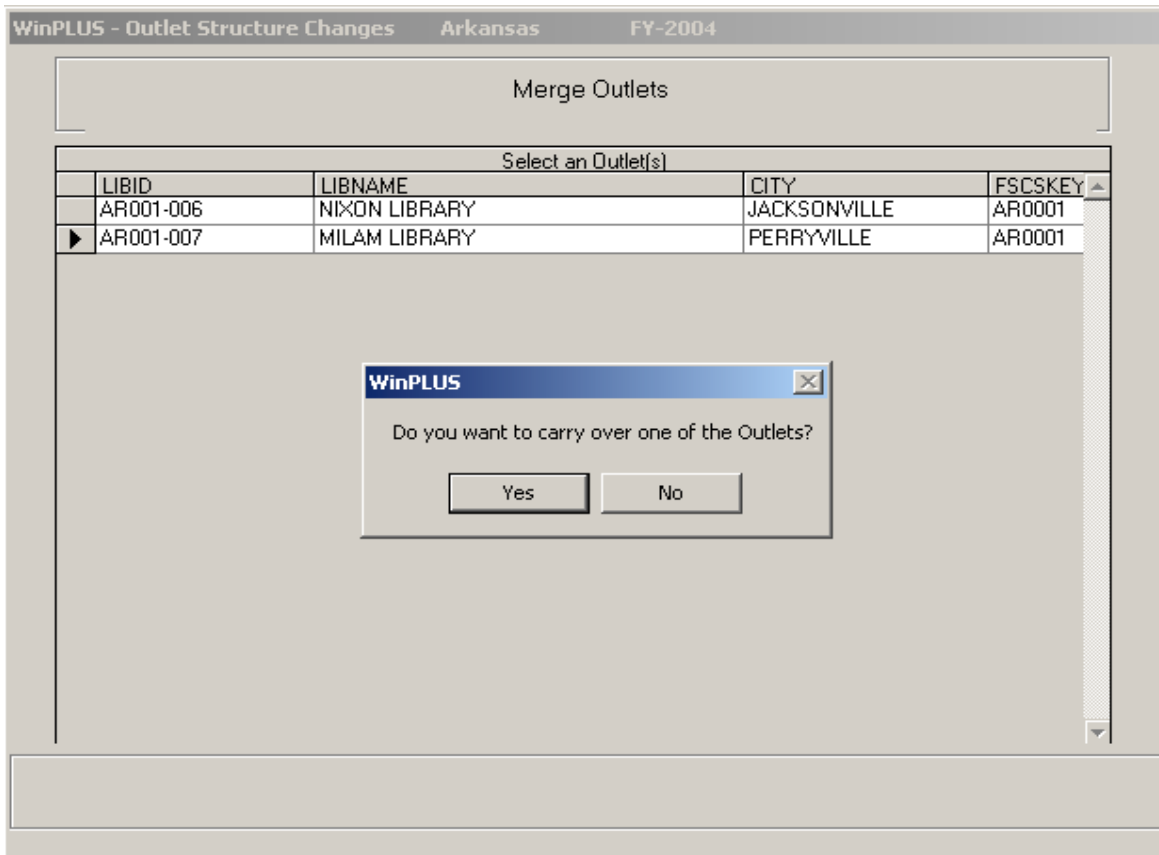
### 5.7.4 Merge Two or More Outlets

To merge two or more outlets, select 'Merge Two or More Outlets' from the 'Outlet Structure Change' menu and select 'Continue'. (Note: WinPLUS automatically assigns the new outlet a new FSCS ID#. The old outlets that merged are tracked in the historical database under their old and new FSCS ID#s.)

Next, you will be prompted to 'Select two or more Outlets to be Merged.' from a list of all outlets.



Select the outlet records to be merged by clicking on the gray box to the left of the names. *The entire row must be highlighted.* Select 'Continue' to proceed with the merge, or 'Cancel' to cancel the structure change.



If you continue, a message will ask 'Do you want to carry over one of the outlets?' If you choose 'Yes', you will be prompted to 'Select Outlet to carry over'. (Note: Information from this outlet will be inserted in the newly merged outlet.)

After you select the outlet to carry over, a list of all administrative entities is displayed with the message 'Select a parent Administrative Entity for this Outlet.' Select the administrative entity for the new outlet by clicking on the gray box to the left of the names. *The entire row must be highlighted.*

The 'Merge Outlet' data entry screen will be displayed for the newly merged outlet. Please enter the data for the newly merged outlet as explained under section 5.7.2—Add New Outlet, and then select 'Save Now' or 'Exit' to save the new outlet record, or select 'Cancel Merge' to cancel the structure change and return to the 'Outlet Structure Change' menu.

### 5.7.5 Delete Closed Outlet (Library did not merge or change)

To delete a closed outlet, select 'Delete Closed Outlet' from the 'Outlet Structure Change' menu and select 'Continue'. (Note: The closed outlet record is deleted, tracked in the historical database under its original FSCS ID#, and can later be restored. See section 5.7.8—Restore Previous Deletion.)

Next a list of all outlets is displayed.

WinPLUS - Structure Change    Arkansas    FY-2004

Select Outlet(s)

LIBID	LIBNAME	CITY	FSCSKEY
AR001-004	ADOLPHINE F. TERRY BRANCH LIBRARY	LITTLE ROCK	AR0001
AR0001-010	AEROSPACE LIBRARY	LITTLE ROCK	AR0001
AR0048-001	ALMA PUBLIC LIBRARY	ALMA	AR0048
AR0008-007	ALTHEIMER PUBLIC LIBRARY	ALTHEIMER	AR0008
AR001-005	AMY SANDERS BRANCH LIBRARY	SHERWOOD	AR0001
AR014-006	ARKANSAS CITY BRANCH LIBRARY	ARKANSAS CITY	AR0014
AR033-002	ARKANSAS COUNTY LIBRARY	STUTTGART	AR0042
AR012-004	ARKANSAS RIVER VALLEY REGIONAL LIBRARY	DARDANELLE	AR0012
AR022-003	ARLENE CHERRY MEMORIAL LIBRARY	CABOT	AR0041
AR004-011	ASHDOWN COMMUNITY LIBRARY	ASHDOWN	AR0004
AR026-003	ASHLEY COUNTY LIBRARY	HAMBURG	AR0026
AR021-003	ATKINS PUBLIC LIBRARY	ATKINS	AR0021
AR019-002	BALD KNOB PUBLIC LIBRARY	BALD KNOB	AR0019
AR019-005	BALDWIN MEMORIAL LIBRARY	JUDSONIA	AR0019
AR020-002	BARTON LIBRARY	EL DORADO	AR0020
AR0039-004	BAXTER COUNTY LIBRARY	MOUNTAIN HOME	AR0039
AR010-010	BEARDEN PUBLIC LIBRARY	BEARDEN	AR0063
AR019-003	BEEBE PUBLIC LIBRARY	BEEBE	AR0019
AR0044-002	BELLA VISTA PUBLIC LIBRARY	BELLA VISTA	AR0044
AR038-002	BENTONVILLE PUBLIC LIBRARY	BENTONVILLE	AR0038
AR0049-001	BERRYVILLE PUBLIC LIBRARY	BERRYVILLE	AR0049

Delete Outlet    Cancel

Select the outlet that will be deleted by clicking on the gray box to the left of the name. *The entire row must be highlighted.* Select 'Delete Outlet' to proceed or 'Cancel' to cancel the structure change.

WinPLUS - Outlet Structure Changes    Arkansas    FY-2004

Close Outlet

Outlets

01 LIB ID: AR014-006    1A FSCS ID: AR0014    006

02 Name: ARKANSAS CITY BRANCH LIBRARY

03 Address: DESOTO AVENUE / PO BOX

04 City: ARKANSAS CITY

05 ZIP: 71630    06 ZIP+4: 04

09 Outlet Type Code: BR

10 Metropolitan Status code: NO

11 Square Footage: 500

12 Number of Bookmobiles: 0

WinPLUS

Do you want to delete this Outlet?

Yes    No

DESHA

- - -3

If you select 'Delete Outlet', a window showing the outlet record is displayed with the message 'Do you want to delete this Outlet?' Select 'Yes' to delete the closed outlet. Select 'No' to return to the 'Outlet Structure Change' menu.

Note: If an outlet closes temporarily, the user should:

1. Delete the closed outlet using the 'Delete Closed Outlet' option from the 'Outlet Structure Change' menu.
2. When the outlet reopens, restore it using the 'Restore Previous Deletion' option from the 'Outlet Structure Change' menu.

### 5.7.6 Outlet Moves to Different Administrative Entity

To move an outlet to a different administrative entity, select 'Move Outlet to Different Administrative Entity' from the 'Outlet Structure Change' menu. (Note: The outlet move is tracked in the historical database under its old FSCS ID# and under the new administrative entity's FSCS ID#.)

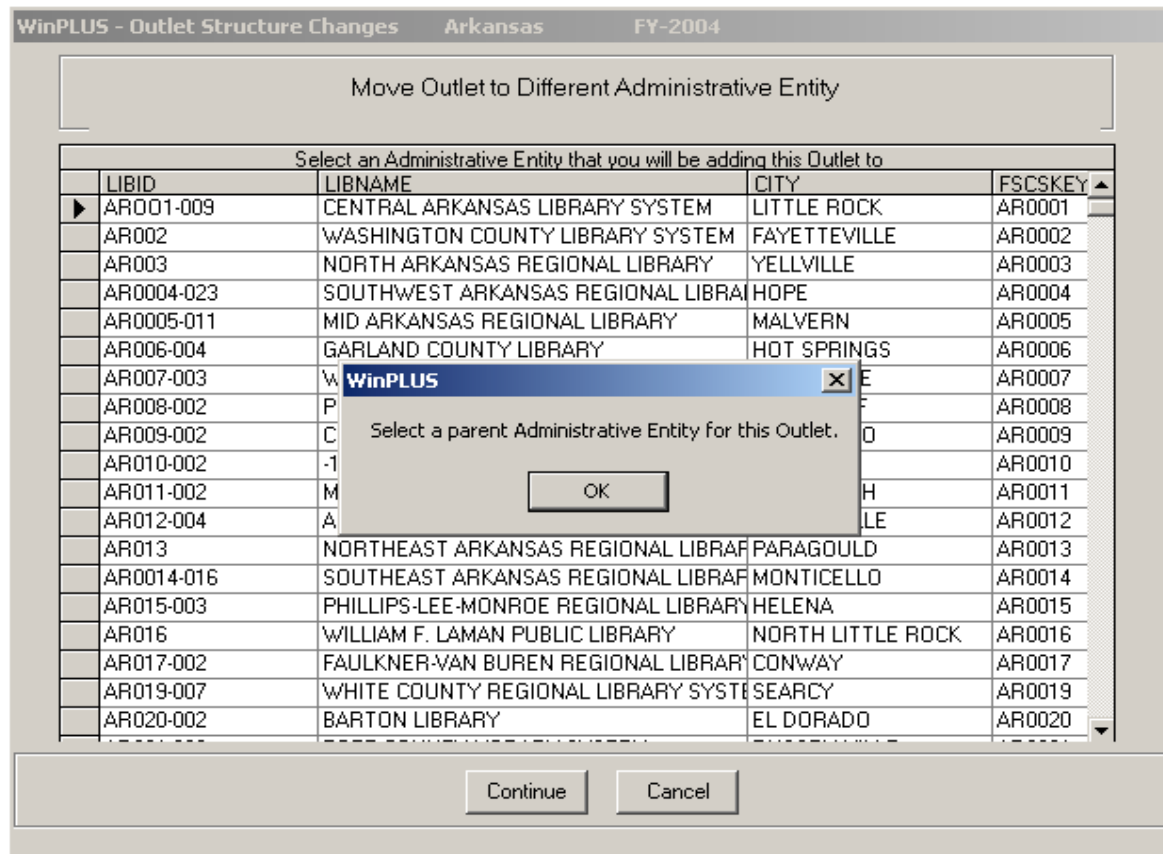
Next, a window listing all outlets is displayed.

LIBID	LIBNAME	CITY	FSCSKEY
AR001-004	ADOLPHINE F. TERRY BRANCH LIBRARY	LITTLE ROCK	AR0001
AR0001-010	AEROSPACE LIBRARY	LITTLE ROCK	AR0001
AR0048-001	ALMA PUBLIC LIBRARY	ALMA	AR0048
AR0008-007	ALTHEIMER PUBLIC LIBRARY	ALTHEIMER	AR0008
AR001-005	AMY SANDERS BRANCH LIBRARY	SHERWOOD	AR0001
AR014-006	ARKANSAS CITY BRANCH LIBRARY	ARKANSAS CITY	AR0014
AR033-002	ARKANSAS COUNTY LIBRARY	STUTTGART	AR0042
AR012-004	ARKANSAS RIVER VALLEY REGIONAL LIBRARY	DARDANELLE	AR0012
AR022-003	ARLENE CHERRY MEMORIAL LIBRARY	CABOT	AR0041
AR004-011	ASHDOWN COMMUNITY LIBRARY	ASHDOWN	AR0004
AR026-003	ASHLEY COUNTY LIBRARY	HAMBURG	AR0026
AR021-003	ATKINS PUBLIC LIBRARY	ATKINS	AR0021
AR019-002	BALD KNOB PUBLIC LIBRARY	BALD KNOB	AR0019
AR019-005	BALDWIN MEMORIAL LIBRARY	JUDSONIA	AR0019
AR020-002	BARTON LIBRARY	EL DORADO	AR0020
AR0039-004	BAXTER COUNTY LIBRARY	MOUNTAIN HOME	AR0039
AR010-010	BEARDEN PUBLIC LIBRARY	BEARDEN	AR0063
AR019-003	BEEBE PUBLIC LIBRARY	BEEBE	AR0019
AR0044-002	BELLA VISTA PUBLIC LIBRARY	BELLA VISTA	AR0044
AR038-002	BENTONVILLE PUBLIC LIBRARY	BENTONVILLE	AR0038
AR0049-001	BERRYVILLE PUBLIC LIBRARY	BERRYVILLE	AR0049

Move to Different Entity Cancel

Select the outlet that will be moved to a new administrative entity by clicking on the gray box to the left of the names. *The entire row must be highlighted.* Select 'Move to Different Entity' to proceed, or 'Cancel' to cancel the structure change.

Next, the user is prompted to 'Select a parent Administrative Entity for this Outlet.' A window listing all the administrative entities is displayed.



Select the administrative entity to which the outlet is moving by clicking on the gray box to the left of the names. *The entire row must be highlighted.* Select 'Continue' to finalize the structure change.

### 5.7.7 Delete Incorrect Record

To delete an incorrect outlet record, select 'Delete Incorrect Record' from the 'Outlet Structure Change' menu. (Note: The deleted outlet is tracked in the historical database under its original FSCS ID# and can later be restored. See section 5.7.8—Restore Previous Deletion.)

Next, a list of all outlets is displayed. Select the outlet that will be deleted by clicking on the gray box to the left of the names. *The entire row must be highlighted.* Select 'Delete Outlet' to proceed with the structure change, or 'Cancel' to cancel the structure change.

WinPLUS - Outlet Structure Changes    Arkansas    FY-2004

Delete incorrect Outlet record

Outlets

01 LIB ID: AR026-003    1A FSCS ID: AR0026    003

02 Name: ASHLEY COUNTY LIBRARY

03 Address: 211 EAST LINCOLN STREET

04 City: HAMBURG

05 ZIP: 71646    06 ZIP+4: 32

09 Outlet Type Code: BR

10 Metropolitan Status code: NO

11 Square Footage: 2,700

12 Number of Bookmobiles: 0

Do you want to delete this Outlet?

Yes    No

If you select 'Delete Outlet', a 'Delete incorrect Outlet record' data entry screen is displayed with the message 'Do you want to delete this Outlet?' Select 'Yes' to confirm the deletion, or 'No' to cancel the structure change and return to the 'Outlet Structure Change' menu.

### 5.7.8 Restore Previous Deletion

To restore a previously deleted outlet, select 'Restore Previous Deletion' from the 'Outlet Structure Change' menu. (Note: The deleted record is restored from the historical database and becomes a current record in the outlet database. The outlet's old FSCS ID# is retained.) A list of outlets that may be restored is displayed.

WinPLUS - Outlet Structure Changes    Arkansas    FY-2004

Restore Outlet record

Select an Outlet to Restore

FSCS	LIBID	LIBNAME	CITY
AR0012	AR012	ARKANSAS RIVER VALLEY REC	DARDANELLE
AR0012	AR012-002	ARKANSAS RIVER VALLEY REC	DARDANELLE
AR0019	AR019-004	BRADFORD PUBLIC LIBRARY	BRADFORD
AR0010	AR010-006	BRADLEY PUBLIC LIBRARY	BRADLEY
AR0046	AR005-004	BRYANT BRANCH LIBRARY	BRYANT
▶ AR0003	AR003-014	BULL SHOALS LIBRARY	BULL SHOALS
AR0005	AR005-007	CARTHAGE BRANCH LIBRARY	CARTHAGE
AR0001	AR0001-013	CENTRAL ARKANSAS LIBRARY	LITTLE ROCK
AR0001	AR001-008	CENTRAL ARKANSAS LIBRARY	LITTLE ROCK
AR0024	AR024-005	CHERRY VALLEY PUBLIC LIBRA	CHERRY VALLEY
AR0014	AR032-002	CHICOT COUNTY LIBRARY	LAKE VILLAGE
AR0063	AR010-011	CHIDESTER PUBLIC LIBRARY	CHIDESTER
AR0010	AR010-011	CHIDESTER PUBLIC LIBRARY	CHIDESTER
AR0036	AR036-002	CLEVELAND COUNTY LIBRARY	RISON
AR0010	AR010-003	CLOC REGIONAL LIBRARY	MAGNOLIA
AR0039	AR003-003	COLLEGE BRANCH LIBRARY	MOUNTAIN HOME
AR0010	AR010-013	COLUMBIA COUNTY PUBLIC LI	MAGNOLIA
AR0045	AR0045-002	DECATUR PUBLIC LIBRARY	DECATUR

Restore    Cancel

Select the outlet that will be restored by clicking on the gray box to the left of the names. *The entire row must be highlighted.* Select 'Restore' to proceed with the structure change or 'Cancel' to cancel the structure change.

If you select 'Restore', a window showing the outlet is displayed. The user will be asked 'Do you want to restore this Outlet?'

WinPLUS - Outlet Structure Changes    Arkansas    FY-2004

Restore Outlet record

Outlets

01 LIB ID: AR003-014    1A FSCS ID: AR0003    014

02 Name: BULL SHOALS LIBRARY

03 Address: P.O. BOX 406

04 City: BULL SHOALS

05 ZIP: 72619    06 ZIP+4: 00

09 Outlet Type Code: BR

10 Metropolitan Status code: NO

11 Square Footage: -2

12 Number of Bookmobiles: 0

Do you want to restore this Outlet?

Yes    No

Select 'Yes' to continue with the restore. Select 'No' to cancel the restore and return to the 'Outlet Structure Change' menu. When the user selects 'Yes', the outlet record is restored from the historical database and again becomes a part of the outlet database under its original FSCS ID#. The 'Outlet Structure Change' Menu is then displayed.

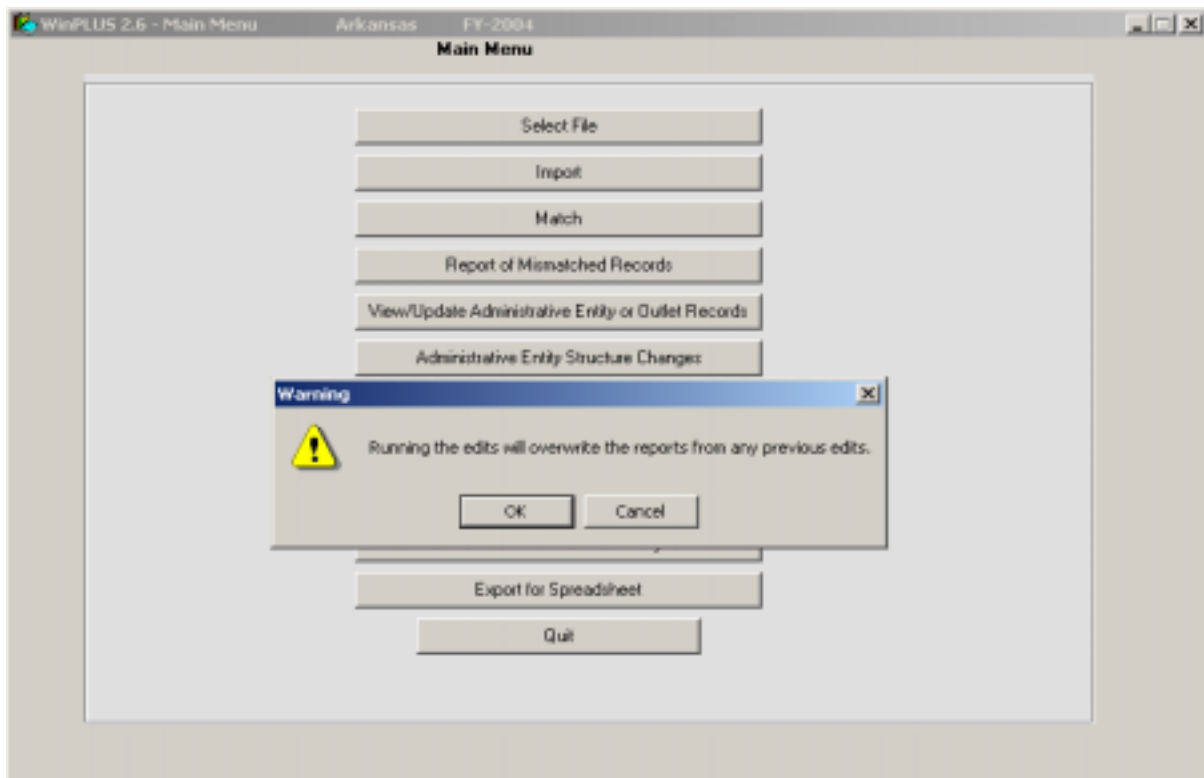


## 5.8 Edit Checks (Current-Year and Historical)

Following data entry, the user should select WinPLUS Main Menu option 'Edit Checks (Current-Year and Historical)' to generate a complete edit report. The edit report (displayed on the next page) includes:

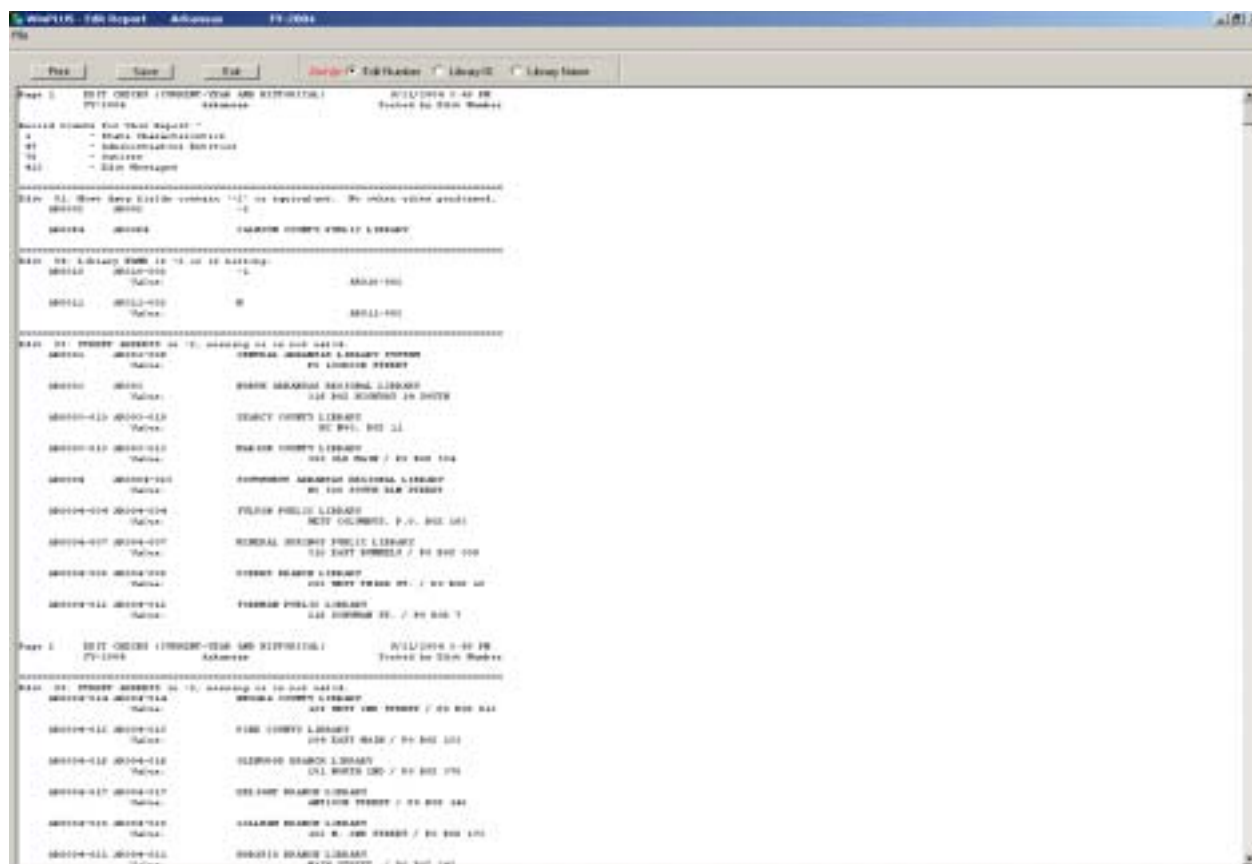
- Current-year edit checks based on the criteria in Appendix G—Current-Year Edit Checks and
- Historical edit checks (i.e., comparisons of current-year to prior-year data) based on the criteria in Appendix H—Historical Edit Checks.

Your data submission should include an **annotated final edit report**. The annotations should explain data that fail edits but are in fact correct, to eliminate unnecessary edit follow-up by Census. You may annotate the edit report in the WinPLUS software; print the edit report for annotation by hand; or open the edit report in Word or another word processing package for annotation. **Note: Please read section 5.9—View/Annotate Edit Report before annotating the edit report using WinPLUS!**



Select 'Edit Checks (Current-Year and Historical)' when you are ready to create your edit report. **If you have previously performed this operation, you will receive the message 'Running the edits will overwrite the reports from any previous edits'.** Choose 'Cancel' to return to the WinPLUS Main Menu, or choose 'OK' to continue.

The edit report (shown below) is saved as a text file called EditsByEditNum\_XX.rpt, EditsByLibID\_XX.rpt, or EditsByName\_XX.rpt based on the 'Sort by' format you select (i.e., Edit Number, Library ID, or Library Name). After running the edit checks, you can 'Print' or 'Save' the report.



### 5.8.1 Current-Year Edit Checks

The current-year edit checks (see Appendix G—Current-Year Edit Checks) are performed for administrative entities and outlets, and include the following types of edits:

- 'Out-of-range' edits (e.g., 'Average Public Service Hours per Outlet per week greater than 75'). An edit message is generated if the values for a data element fall outside the range.
- 'Relational edits' (e.g., 'ALA-MLS is greater than Total Librarians'). An edit message is generated if the values for two or more data elements are not within a predetermined limit.
- 'Arithmetic edits' (e.g., 'Total Operating Revenue is reported and does not equal to the sum of the detail.' An edit message is generated if the detail does not equal the reported total.

### 5.8.2 Historical Edit Checks

The historical edit checks are generated *automatically* following the generation of the current-year edit checks, under WinPLUS Main Menu option 'Edit Checks (Current-Year and Historical)'. They are performed for administrative entities, but not for outlets. The historical edit check compares the current-year to prior-year data reported by each library based on the criteria in Appendix H—Historical Edit Checks.

## 5.9 View/Annotate Edit Report

Your data submission should include an annotated final edit report. The annotations should explain data that fail edits but are in fact correct, to eliminate unnecessary edit follow-up by Census. Note: The annotations can be made (1) in WinPLUS via Main Menu option 'View/Annotate Edit Report', (2) in Word or another word processing package, or (3) by hand.

- ❖ ***To annotate the final edit report using WinPLUS***, select the option 'View/Annotate Edit Report' from the WinPLUS Main Menu. This option applies only to users who plan to annotate the edit report in WinPLUS. **(See important note below about this option!)**

**NOTE: IMPORTANT!**

- Before annotating the edit report using the 'View/Annotate Edit Report' option, you must select option 'Edit Checks (Current-Year and Historical)' from the WinPLUS Main Menu to generate the **final** edit report.
  - Your annotations will be saved and displayed *only* in the version you annotate—i.e., either the 'Edit Number' version (EditsByEditNum\_XX.rpt), 'Library ID' version (EditsByLibID\_XX.rpt), or 'Library Name' version (EditsByName\_XX.rpt). **ANNOTATE ONLY ONE VERSION.**
  - **DO NOT re-run the edit checks after you begin annotating!** If you do, the edit report file will be overwritten, and all annotations will be lost!
- ❖ ***To annotate the edit report in Word or another word processing package, or by hand***, you should proceed with annotations by these methods after generating the final edit report from WinPLUS Main Menu option 'Edit Checks (Current-Year and Historical)'. The edit report is saved as a text file called EditsByEditNum\_XX.rpt, EditsByLibID\_XX.rpt, or EditsByName\_XX.rpt, based on the 'Sort by' format you select (i.e., Edit Number, Library ID, or Library Name) that can be opened in Word, for example, for annotations.



## **5.10 Create Tables and State Summary Data**

Select the option 'Create Tables and State Summary Data' from the WinPLUS Main Menu to create tables and state summary data.

### **5.10.1 Single Library Tables**

Select the 'Create Tables and State Summary Data' option from the WinPLUS Main Menu to create Single Library Tables. Choose 'Reports' and then 'Single Library Tables' to display the list of tables (see below). The tables include data for selected items for all the individual public libraries in the state. For example, table 5 includes the amount and percent of revenue by source.

1. Population Served by State
2. Number and Type of Outlets
3. Number and Type of Staff
4. Population of LSA and Number of FTE Staff
5. Amount and Percent of Revenue, by Source
6. Revenue and Per Capita Revenue, by Source
7. Expenditures and Percent of Expenditures, by Type
8. Staff Expenditures
9. Capital Expenditures
10. Public Service Hours
11. Annual Library Visits and Reference Transactions
12. Circulation and Loan Transactions
13. Circulation of Children's Materials and Program Attendance
14. Electronic Materials and Expenditures
15. Print Materials and Expenditures
16. Other Materials and Expenditures

Table 1 is shown below:

WebPlus 2.0 - Reports Arkansas FY 2004

File Reports

Table 1 - Public Libraries in Arkansas by population of legal service area: 2004

Library Name	Total population of legal service area
ARKANSAS COUNTY LIBRARY	20,803
ARKANSAS RIVER VALLEY REGIONAL LIBRARY	20,749
ARKANSAS RIVER VALLEY REGIONAL LIBRARY	24,271
ASHLEY COUNTY LIBRARY	24,269
BARTON LIBRARY	40,520
BAXTER COUNTY LIBRARY	22,298
BELLA VISTA PUBLIC LIBRARY	18,562
BELLA VISTA PUBLIC LIBRARY	-2
BENTONVILLE PUBLIC LIBRARY	19,881
BOONE COUNTY LIBRARY	33,940
CALHOUN COUNTY PUBLIC LIBRARY	-2
CARROLL AND MADISON LIBRARY SYSTEM	39,800
CENTRAL ARKANSAS LIBRARY SYSTEM	21,280
CLARK COUNTY LIBRARY	27,540
CONWAY COUNTY LIBRARY	20,330
CRUZZARD COUNTY LIBRARY SYSTEM	83,247
CROWLEY RIDGE REGIONAL	190,573
EAST CENTRAL ARKANSAS REGIONAL LIBRARY	28,287
FAULKNER-VAN BUREN REGIONAL LIBRARY	192,206
FOREST CITY PUBLIC LIBRARY	14,774
GARLAND COUNTY LIBRARY	89,080
JACKSON COUNTY LIBRARY	16,440
JARVISVILLE COUNTY LIBRARY	8,889
LAWRENCE COUNTY LIBRARY	17,774
LONGSHORE CO. REGIONAL LIB. SYSTEM	82,387
M	80,200
MD ARKANSAS REGIONAL LIBRARY	94,590
MISSISSIPPI-MONTGOMERY REGIONAL LIBRARY	70,176
MONTGOMERY COUNTY LIBRARY	5,245
NEVADA COUNTY	8,889
NORTH ARKANSAS REGIONAL LIBRARY	24,801
NORTHEAST ARKANSAS REGIONAL LIBRARY	73,335
PALLASVILLE-MCKINNEY REGIONAL LIBRARY SYSTEM	49,276
THE BLUFF JEFFERSON COUNTY LIBRARY SYSTEM	94,270
POPE COUNTY LIBRARY SYSTEM	-1
PUBLIC LIBRARY OF CAMDEN & OUCHESDA COUNTY	78,790
ROBERTS PUBLIC LIBRARY	26,824
SALINE COUNTY LIBRARY	-2
SCOTT DEBAUGH REGIONAL LIBRARY	0
SOUTHEAST ARKANSAS REGIONAL LIBRARY	79,272
SOUTHWEST ARKANSAS REGIONAL LIBRARY	198,700
TEKUMSHA PUBLIC LIBRARY	81,230
TRUMAN LIBRARY	8,889
WASHINGTON COUNTY LIBRARY SYSTEM	-2
WEST MISSISSIPPI PUBLIC LIBRARY	27,886
WHITE COUNTY REGIONAL LIBRARY SYSTEM	87,160
WHITE RIVER REGIONAL LIBRARY	111,780

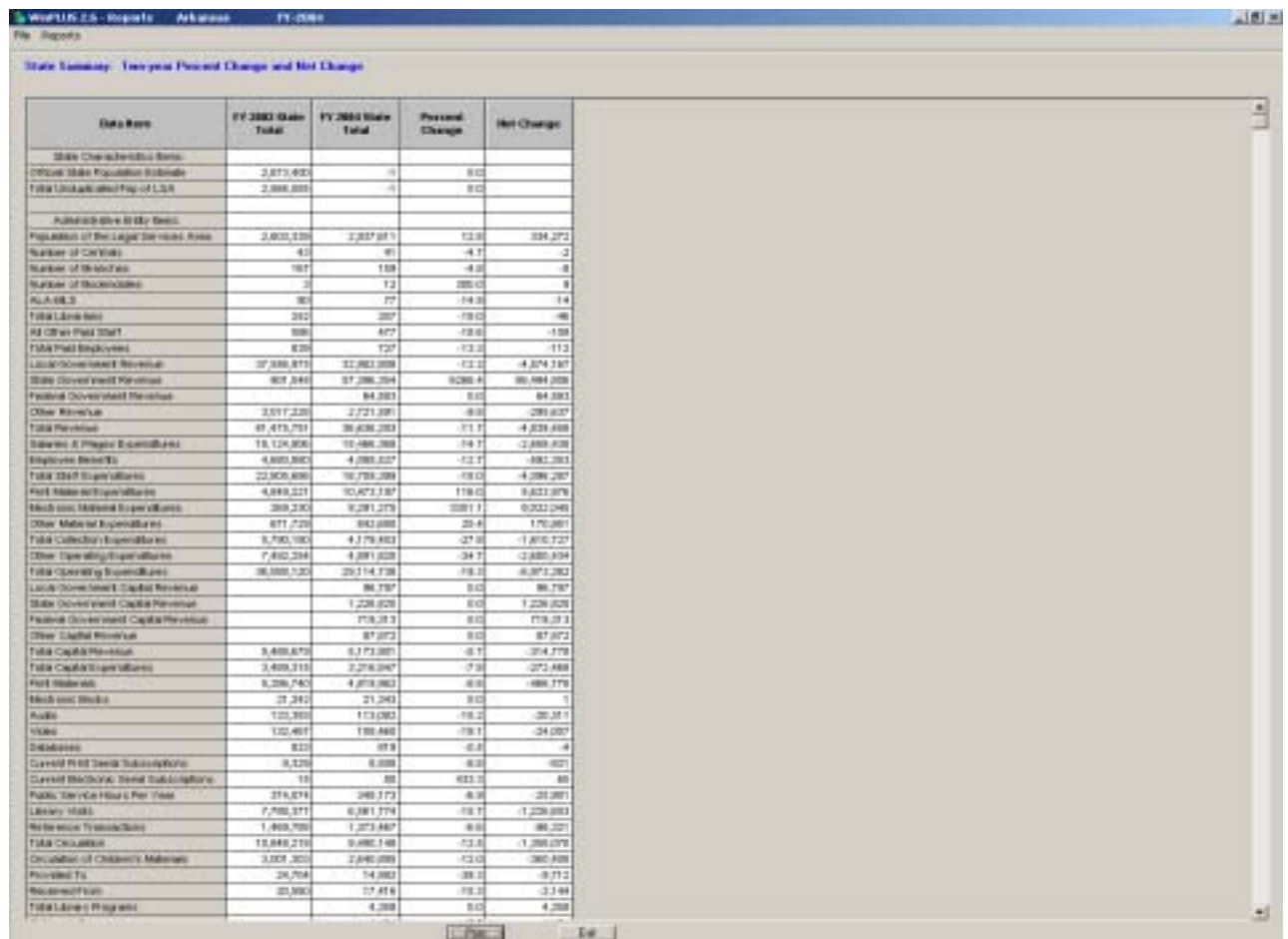
2004-12-31 10:10:10 10:10:10 10:10:10 10:10:10

Use the scroll bar to the right of the table to scroll through the table. Select 'Print' at the bottom of the screen to print the table.

### 5.10.2 State Summary: 2-Year Percent Change and Net Change

A table of 2-year state summary data is included to assist the respondent in evaluating the quality of data prior to submission. To view the table, select 'Create Tables and State Summary Data' from the WinPLUS Main Menu, choose 'Reports' and then 'State Summary: 2-Year Percent Change and Net Change'.

The table is shown below:



Data Item	FY 2000 State Total	FY 2000 State Total	Percent Change	Net Change
State Characteristics Data				
Official State Population Estimate	2,873,400	-	0.0	
Total Unincorporated Pop of USA	2,886,000	-	0.0	
Administrative Data				
Population of the Legal Services Area	2,800,500	2,857,871	2.0	57,371
Number of Counties	43	41	-4.7	-2
Number of Precincts	187	159	-15.0	-28
Number of School Districts	3	12	300.0	9
ALA FLS	90	77	-14.0	-14
Total Law Firms	202	207	2.5	5
All Other Paid Staff	598	477	-18.6	-121
Total Paid Employees	800	727	-9.0	-73
Local Government Revenue	37,980,871	32,863,008	-13.5	-5,117,863
State Government Revenue	907,540	97,286,264	9280.4	96,378,724
Federal Government Revenue		84,583	0.0	84,583
Other Revenue	3,017,220	2,721,391	-9.8	-295,829
Total Revenue	41,905,631	39,954,941	-4.7	-1,950,690
Salaries & Fringe Expenses	19,124,900	19,486,368	1.9	361,468
Employee Benefits	4,880,800	4,880,800	0.0	0
Total Staff Expenses	24,005,700	24,367,168	1.5	361,468
Post-Master Expenses	4,880,800	10,473,387	115.0	5,592,587
Post-Master Expenses	388,200	9,081,279	2311.1	8,693,079
Other Master Expenses	871,720	883,888	1.4	12,168
Total Collector Expenses	5,760,520	4,179,483	-27.4	-1,581,037
Other Operating Expenses	7,460,204	4,881,008	-34.7	-2,579,196
Total Operating Expenses	36,000,520	29,114,738	-19.2	-6,885,782
Local Government Capital Revenue		86,797	0.0	86,797
State Government Capital Revenue		1,228,026	0.0	1,228,026
Federal Government Capital Revenue		178,033	0.0	178,033
Other Capital Revenue		87,872	0.0	87,872
Total Capital Revenue	5,489,670	5,179,828	-5.7	-309,842
Total Capital Expenses	3,489,310	3,276,947	-6.3	-212,363
Post-Master	5,386,740	4,879,863	-9.4	-506,877
Post-Master	37,340	21,343	-42.8	-15,997
Audio	120,300	113,083	-5.9	-7,217
Video	132,467	188,488	42.3	56,021
Database	820	879	7.2	59
Current Post Data Subscriptions	8,520	8,008	-6.0	-512
Current Post Data Subscriptions	10	88	880.0	78
Public Service Hours Per Year	276,879	268,173	-3.1	-8,706
Library Hours	7,780,571	6,881,774	-11.5	-898,797
Reference Periodicals	1,808,788	1,273,487	-30.1	-535,301
Total Circulation	15,848,210	9,488,148	-40.1	-6,360,062
Number of Children's Materials	3,000,000	2,840,000	-5.3	-160,000
Provided To	34,704	14,883	-57.2	-19,821
Received From	20,900	17,416	-16.2	-3,484
Total Library Program		4,388	0.0	4,388

Use the arrows at the bottom of the screen to scroll through the table. Select 'Print' at the bottom of the screen to print the table.

### 5.10.3 State Summary: 2-Year Response Rate Comparison

A table of 2-year response rates and their differences is included to assist the respondent in evaluating the quality of data prior to submission. To view the table, select 'Create Tables and State Summary Data' from the WinPLUS Main Menu, choose 'Reports' and then 'State Summary: 2-Year Response Rate Comparison'.

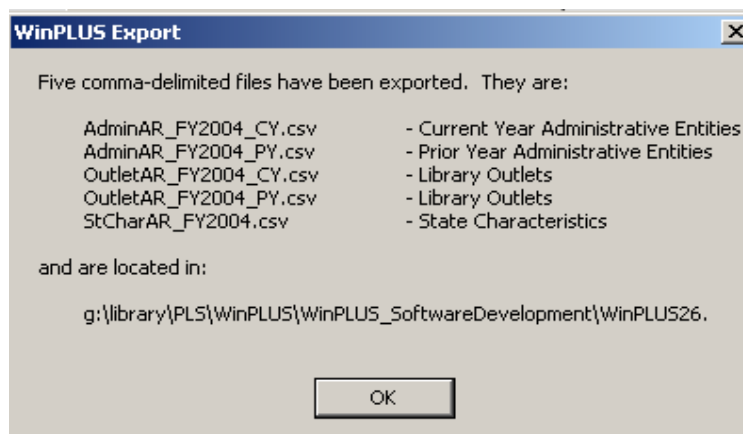
The table is shown below:

The screenshot shows a software window titled "WinPLUS 2.6 - Reports - FY 2004". The main content area displays a report titled "State Summary: Two-year Response Rates and Differences". The report is a table with four columns: "Data Item", "FY 2003 Response Rate", "FY 2004 Response Rate", and "Difference". The table lists various data items related to library services, such as "Publications Offered", "Exposition of the Page Set-up Area", "Number of Circulation", "Number of Branches", "Number of Bookshelves", "ALLSIS", "Materials", "Acquisition", "Acquisition Staff", "Total Acquisition", "Local Government Revenue", "State Government Revenue", "Federal Government Revenue", "Other Revenue", "Total Revenue", "Salaries & Wages Expenditures", "Supplies & Materials", "Total Staff Expenditures", "Total Material Expenditures", "Total Capital Expenditures", "Total Operating Expenditures", "Total Expenditures", "Local Government Capital Revenue", "State Government Capital Revenue", "Federal Government Capital Revenue", "Other Capital Revenue", "Total Capital Revenue", "Total Capital Expenditures", "Total Materials", "Books and Books", "Audio", "Video", "Databases", "Current Print Serial Subscriptions", "Current Electronic Serial Subscriptions", "Public Service Hours Per Year", "Library Visits", "Reference Transactions", "Total Circulation", "Circulation of Children's Materials", "Provided To", "Required Print", "Library Programs", "Children's Programs", "Children's Program Attendance", and "Library Service - Gen. Pub.". The table shows response rates for FY 2003 and FY 2004, along with the difference between them.

Data Item	FY 2003 Response Rate	FY 2004 Response Rate	Difference
Publications Offered			
Exposition of the Page Set-up Area	100.0	97.8	-2.2
Number of Circulation	100.0	100.0	0.0
Number of Branches	100.0	100.0	0.0
Number of Bookshelves	100.0	100.0	0.0
ALLSIS	93.8	95.8	2.0
Materials	93.8	97.7	3.9
Acquisition	93.8	97.7	3.9
Acquisition Staff	93.8	97.7	3.9
Total Acquisition	93.8	97.7	3.9
Local Government Revenue	93.8	97.7	3.9
State Government Revenue	93.8	97.7	3.9
Federal Government Revenue	93.8	97.7	3.9
Other Revenue	93.8	97.7	3.9
Total Revenue	93.8	97.7	3.9
Salaries & Wages Expenditures	93.8	97.7	3.9
Supplies & Materials	93.8	97.7	3.9
Total Staff Expenditures	93.8	97.7	3.9
Total Material Expenditures	93.8	97.7	3.9
Total Capital Expenditures	93.8	97.7	3.9
Total Operating Expenditures	93.8	97.7	3.9
Total Expenditures	93.8	97.7	3.9
Local Government Capital Revenue			
State Government Capital Revenue			
Federal Government Capital Revenue			
Other Capital Revenue			
Total Capital Revenue			
Total Capital Expenditures	93.8	97.7	3.9
Total Materials	93.8	97.7	3.9
Books and Books	93.8	97.7	3.9
Audio	93.8	97.7	3.9
Video	93.8	97.7	3.9
Databases	93.8	97.7	3.9
Current Print Serial Subscriptions	93.8	97.7	3.9
Current Electronic Serial Subscriptions	93.8	97.7	3.9
Public Service Hours Per Year	93.8	97.7	3.9
Library Visits	93.8	97.7	3.9
Reference Transactions	93.8	97.7	3.9
Total Circulation	93.8	97.7	3.9
Circulation of Children's Materials	93.8	97.7	3.9
Provided To	93.8	97.7	3.9
Required Print	93.8	97.7	3.9
Library Programs			
Children's Programs			
Children's Program Attendance			
Library Service - Gen. Pub.			

### 5.11 Export for Spreadsheet

Select 'Export for Spreadsheet' from the WinPLUS Main Menu to create five comma-delimited files for use at the state level (i.e., not for submission to NCES). This WinPLUS option is provided in response to user request. The files will automatically be placed in the same directory where the WinPLUS software is installed. The five files (shown below) are current- and prior-year administrative entity files, current- and prior-year outlet files, and the state characteristics file.



You can open the comma-delimited files in Excel. Note: You will need to reformat the columns for Phone, ZIP code, ZIP+4 code, Reporting Period Starting Date, and Reporting Period Ending Date, if you have any leading zeros. To do this, select the column, then 'Format', and then 'Cells'. Under 'Number', select the 'Category' called 'Custom' and in the 'Type:' field type in the requisite number of zeroes for the field size. This will place the missing zeroes in the column.

### 5.12 Quit

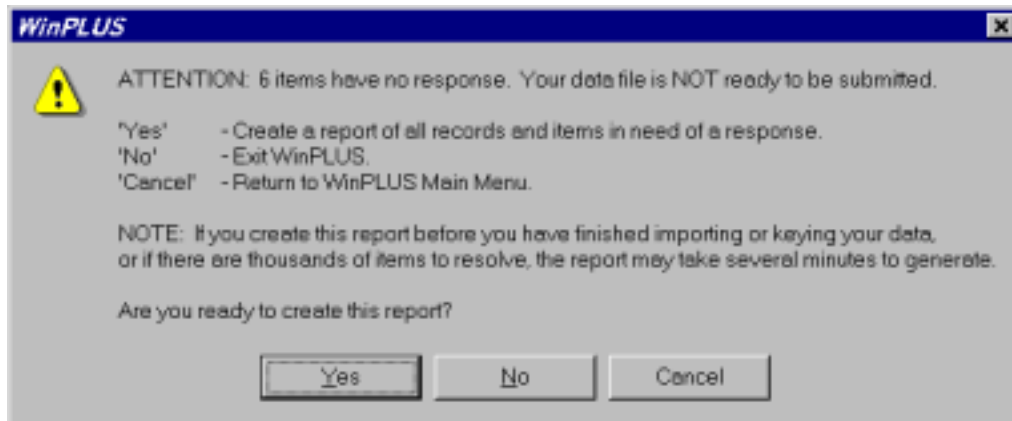
To exit WinPLUS, select the 'Quit' button on the WinPLUS Main Menu.

**Note: The 'Quit' button is also used to run the Non-response (-2) Report prior to submitting your final data (see next section).**



## 6 PREPARE FILE FOR SUBMISSION

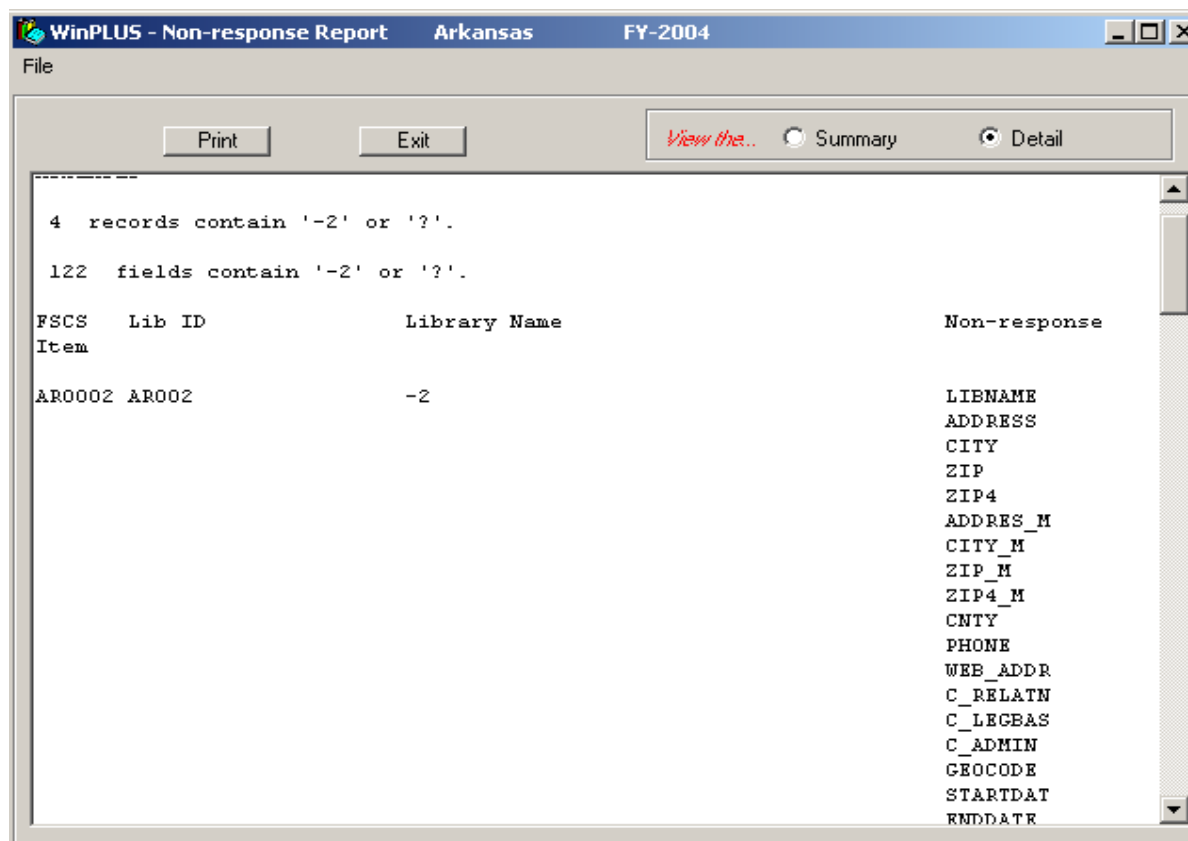
When your data are edited and final, run the 'Non-response (-2) Report' by selecting the 'Quit' option on the WinPLUS Main Menu. This report lists the records (if any) that contain -2s in the administrative entity file and outlet file, along with the message (displayed below): 'ATTENTION: [#] items have no response. Your data file is NOT ready to be submitted.' Use WinPLUS Main Menu option 'View/Update Administrative Entity or Outlet Records' to replace the -2s with valid data, and then proceed again with the 'Quit' option to verify that no -2s are on your files before submitting the data.



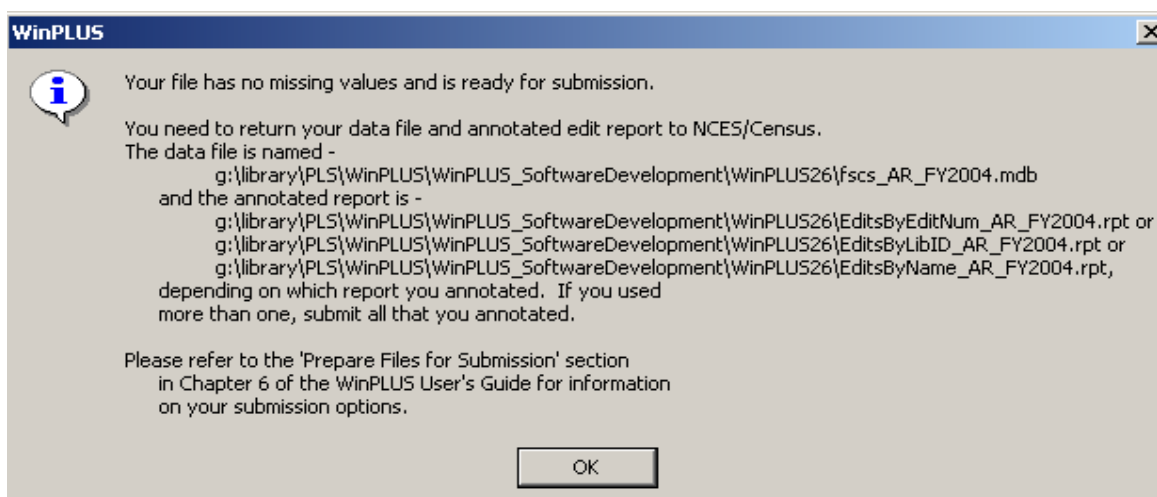
**Note:**

- No data file containing -2s will be accepted for submission to NCES.
- This option should be run even if you are zipping/FTPing your files to send to Census.

The user may view the 'Non-response (-2) Report' by 'Summary' or by 'Detail' by clicking on the desired option. The following screen shows the 'Detail' view of records that contain -2 values. Items with -2s are listed in the column labeled 'Non-response'.



If your data file does not contain -2 values, the following screen will be displayed, providing instructions for submitting your data files.



**The following materials must be received for your data submission to be complete:**

1. Your final, edited data file (**fscs\_XX\_FYZZZZ.mdb**). Your state abbreviation will replace 'XX' and the reporting period ending year will replace 'ZZZZ' in the file name. The file can be sent by Web browser, FTP, e-mail, or regular mail. **Please verify that the file is included in the transmission.**
2. A copy of your annotated final edit report (sent through the same options listed above). Annotations should be made to the final edit report regarding data that fail edits but are in fact correct, to eliminate unnecessary edit follow-up by Census. You may annotate the edit report in the WinPLUS software, print the edit report for annotation by hand, or open the edit report in Word or another word processing program for annotation. **Please read section 5.9—View/Annotate Edit Report before annotating the final edit report using WinPLUS!** If you submit an unannotated edit report, you must include explanations about the data in a cover letter, including statements that you have reviewed the edit report and the data are final.
3. The signed State Librarian Certification form. This form is included as Attachment E to the letter you received with the user's guide. When you submit the form, NCES requests that you enter (in the box provided near the bottom) the number of hours it took to prepare your data for entry into WinPLUS and to review and annotate the edit report. NCES is required to provide the Office of Management and Budget (OMB) with statistics regarding your total paperwork burden.

Within one day, Census will review the materials and let you know if anything further is required before edit follow-up.

If you have any questions about the data submission options described below, please contact Cynthia Ramsey or Laura Hardesty at (800) 451-6235 or via e-mail at [govs.pls@census.gov](mailto:govs.pls@census.gov).

**Mailing Instructions**

**States are encouraged to submit their data over the Internet by Web browser, File Transfer Protocol (FTP), or e-mail.** Alternatively, the data can be submitted by regular mail. If you have any questions about these options (discussed below), please contact Cynthia Ramsey or Laura Hardesty at 1-800-451-6235 or via e-mail at [govs.pls@census.gov](mailto:govs.pls@census.gov).

**Internet Submission.** The following mailing options are available:

**❖ Data submission by Web browser or File Transfer Protocol (FTP).**

***If you are using a Web browser,*** go to [www.census.gov/govs/www/pls.html](http://www.census.gov/govs/www/pls.html) and select 'Submit Data via FTP'. Complete the form and then click on the 'Send File' button to submit your data file (fscs\_XX\_FYZZZZ.mdb) and annotated edit report file (EditsByEditNum\_XX.rpt, EditsByLibID\_XX.rpt, or EditsByName\_XX.rpt, as appropriate). Note: Only one file at a time can be sent by FTP, so please follow the direction to send your data file and edit report separately.

***If you are using a FTP program,*** ftp.census.gov is the Census FTP server. Log on with the user name 'anonymous' and your e-mail address for the password. Change to the 'pub/incoming/govs/pls' directory. Transfer the data file (fscs\_XX\_FYZZZZ.mdb) and the edit report file (EditsByEditNum\_XX.rpt, EditsByLibID\_XX.rpt, or EditsByName\_XX.rpt, as appropriate).

If your transmission is successful, you should see a 'Send File Results' screen that displays the file name and size under both the 'Transfer Information' (what you sent) and 'Results of Transfer Request' (what we received) section. If any other screen is returned, your transmission did not go through and you should try again. If you continue to have problems, please contact the PLS staff at 1-800-451-6235 or via e-mail at [govs.pls@census.gov](mailto:govs.pls@census.gov).

Please fax your State Librarian Certification form to the PLS Census Staff at (866) 394-0138.

- ❖ **Data submission by e-mail.** You may submit your data file (fscs\_XX\_FYZZZZ.mdb) and edit report file (EditsByEditNum\_XX.rpt, EditsByLibID\_XX.rpt, or EditsByName\_XX.rpt, as appropriate) over the Internet by attaching the files to an e-mail message. You may want to use file compression software (e.g., PKZIP, WINZIP) to compress the files and package them all within one file. This will save space and may simplify the transfer. Attach the file(s) to an e-mail message addressed to [govs.pls@census.gov](mailto:govs.pls@census.gov). Please fax your State Librarian Certification form to the PLS Census Staff at (866) 394-0138.

**Data Submission by Regular Mail.** The following mailing options are available:

- ❖ **Federal Express and United Parcel Service (UPS) (overnight delivery).** If you choose one of these options, please be sure to send your complete submission to the following address:

Cynthia Ramsey or Laura Hardesty  
U.S. Department of Commerce  
U.S. Census Bureau  
8905 Presidential Parkway  
Washington Plaza, Bldg 2, Room 508  
Upper Marlboro, MD 20772  
Phone: (301) 763-1568

- ❖ **U.S. Postal Service (including Express Mail).** *The U.S. Postal Service is not recommended for submitting your files due to added security measures that often result in damaged materials and interfere with prompt delivery. However, if you choose this option, please be sure to send your complete submission to the following address:*

Cynthia Ramsey or Laura Hardesty  
U.S. Department of Commerce  
U.S. Census Bureau  
Washington, DC 20233-6800

If you mail your submission, please send an e-mail message to [govs.pls@census.gov](mailto:govs.pls@census.gov) and let Census know you sent the file.